



AM Tool 5 – Beginning Asset Integration on Voucher

V.1.0

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This document provides instruction on how to process a Voucher that contains asset data. These instructions are for agencies who begin asset integration on the Voucher. Note this document does not cover every step to processing a Voucher; only the pertinent asset-related data is included. Additional instruction on processing a Voucher can be found in the Accounts Payable training documents.



Foundation Information

It is important to understand 3 basic asset concepts before processing an asset Voucher. All of these are defined in the **Asset Management—The Basics Training Guide** located on the SMART website under the Training page, Asset Management section.

1. You should know the definition of “**asset**.”
2. You must have an understanding of **Profile ID**’s.
3. You must know the **Capitalization Thresholds** utilized by the State.

There are two fields that trigger the integration: the **AM Business Unit** (your business unit) and the **Profile ID**. It is critical that the correct Profile ID is selected on these documents to prevent processing problems in the AM module.

Adjustments to existing assets' costs (as in the case of Construction in Progress (CIP) assets) must come from the voucher only. The system assumes that Requisitions and PO's are for new assets.

Navigation: From the Home page in SMART, click on the ‘**Accounts Payable**’ link on the left Navigation Menu, then click on ‘**Vouchers**.’ Next, click ‘**Add/Update**’ and finally ‘**Regular Entry**.’

Asset data is located on the **Assets** tab in the **Distribution Lines Section** under **Invoice Lines**.

Fields	Description
Asset Checkbox	Selected
Business Unit	Enter your business unit
Profile ID	Enter the correct Profile ID. See the Foundation Information section for more information. It is imperative the correct value is selected here to reduce errors in the AM module. Be sure to consider the unit cost of each asset versus the capitalization threshold to determine whether the asset is capital or noncapital.
Asset ID	The default value is NEXT. If the asset you're adding is a new purchase, NEXT is applicable. Otherwise, you may need to enter an Asset ID. An example would be a Construction in Progress asset that needs to have the cost adjusted up. If an actual Asset ID is required, you must select the right Profile ID first. The Asset ID lookup only shows assets with the associated Profile ID selected.
Sequence Number	This field will be automatically populated if the "Use One Asset ID" box was checked. Each affected row will have a "1". Note that once processing has begun on the voucher, the "Use One Asset ID" checkbox will no longer be checked, but the user can review this field to determine if it was checked originally.

After the voucher is posted, the data will integrate into the Asset Management Loader Tables, where the Agency Asset Processor is responsible for reviewing and loading the data.

Items to Note Regarding Processing a Voucher

- If integration is starting on the voucher for a line with a **quantity > 1.000**, the Agency Asset Processor will need to split out the total into individual assets in the AM Loader Tables via Unitization.
- If the **asset is split-funded**, utilize the **"Use One Asset ID"** checkbox. Each asset should have its own Invoice Line. Then there should be multiple Distribution Lines under each Invoice Line. That tells the system all Distribution Lines within that Invoice Line are for the same asset. This will result in one split-funded asset in AM. Remember **only those lines with the AM BU and Profile ID will integrate forward into AM**, so mark every applicable Distribution Line with the AM Business Unit and Profile ID.
- Note that the **Sequence Number** field on the Assets tab will be populated with a "1" on each funding line if the **"Use One Asset ID"** box was checked. After processing has begun on the voucher, the "Use One Asset ID" box will no longer be checked, but the Sequence Number field will validate that it was originally.

The screenshot displays the 'Invoice Lines' interface. At the top, a line item is defined with 'Line' 1, 'Distribute by' set to 'Amount', 'Item' as 'ONE ASSET, multi DISTR', 'Quantity' of 1.0000, 'UOM' of EA, 'Unit Price' of 5,475.0700, and an 'Extended Amount' of 5,475.07. Below this, the 'Ship To' field is set to '034SHR' and 'SpeedChart'. A checkbox labeled 'Use One Asset ID' is checked and highlighted with a red box. The 'Calculate' button is located to the right. Below the main form, there is a 'Distribution Lines' table with two rows, both showing 'Asset' as 03400, 'Business Unit' as 540100, and 'Asset ID' as NEXT. The 'Sequence Number' field is empty. The 'Calculate' button is also visible at the bottom right of the table.